

# **15 FAM 750**

## **OFFICE AND OTHER FUNCTIONAL SPACE**

*(CT:OBO-1; 04-29-2005)*  
*(Office of Origin: OBO)*

### **15 FAM 751 POLICY**

*(CT:OBO-1; 04-29-2005)*  
*(Uniform State/USAID/Commerce/Agriculture/DIA)*

The Bureau of Overseas Buildings Operations (OBO) prepares a fully integrated interior design and initial furnishings package for all capital construction projects. No changes may be made to the initial furniture, furnishings, and equipment (FF&E) package for the first year without prior approval of the Interiors and Furnishings Division in the Project Execution Office of the Bureau of Overseas Buildings Operations (OBO/PE/IF).

### **15 FAM 752 DEFINITION**

*(CT:OBO-1; 04-29-2005)*  
*(Uniform State/USAID/Commerce/Agriculture/DIA)*

Office furnishings include systems and modular furniture, casegoods, seating, limited utility shelving, and office accessories. Carpeting and window treatments are fixed interior finishes and should be addressed in the construction documentation for any new, renovation, or lease project, or replaced using routine maintenance and repair (M&R) funds. The same is true for building specialties such as appliances, specialty storage, and signage. Office equipment is the responsibility of the post including the provision of computers, printers, modems, copiers, shredders, cellular phones, telecommunications equipment, safes, workbenches and tools, and medical equipment.

### **15 FAM 753 FUNDING**

*(CT:OBO-1; 04-29-2005)*  
*(Uniform State/USAID/Commerce/Agriculture/DIA)*

For capital construction projects, the Bureau of Overseas Buildings Operations (OBO) funds initial furniture, furnishings, and equipment (FF&E) for State Department personnel. For noncapital renovation or lease projects, the regional bureau funds initial FF&E for State Department program

personnel. The regional bureau also funds all replacement FF&E for State Department program personnel. International Cooperative Administrative Support Services (ICASS) funds FF&E for all ICASS personnel. Other agencies fund their own initial and replacement FF&E. The Office of the Under Secretary for Public Diplomacy and Public Affairs (R) is responsible for funding items particular to the needs of public diplomacy (e.g., information resource centers or Worldnet rooms are considered unique to public diplomacy). Agencies may pay directly or reimburse OBO for initial FF&E and the regional bureau for replacement FF&E. (See 6 FAH-5, ICASS Handbook.)

## **15 FAM 754 THROUGH 759 UNASSIGNED**